



EAST PEORIA CIVIC COMPLEX (SHARED SPACE) RESERVATION REQUEST FORM

TITLE OF EVENT:

PURPOSE OF EVENT:

COMMERCIAL [] **NON-PROFIT** [] **OTHER** [] **EVENT DATE:**

EVENT TIME: (include set-up and tear-down) ____ A.M./P.M. TO ____ A.M./P.M.

AREA(S) REQUESTED: [] **ATRIUM/LOBBY** [] **ROOM 111** [] **ROOM 112** (Check all that apply)

(Available during regular service hours on days the Library is open subject to prior reservation of the space by the City or Library, or restriction of use due to official business.)

BUSINESS/CLUB/ORGANIZATION:

ADDRESS:

CONTACT NAME:

CONTACT PHONE NUMBER:

E-MAIL ADDRESS:

RESERVATIONS: Reservations should be made at least 30 days in advance. No individual or group may reserve any of the available spaces more than one time in any 30-day period. Social gatherings such as birthday parties, bridal or baby showers and similar events of a private nature are not permitted. Meetings, presentations or programs where the purpose includes selling a product, soliciting investments, or raising funds are not appropriate use of the space and are prohibited. Political candidates may not utilize the space for purposes of campaign fundraising. Users may not charge admission fees or take collections and no purchase may be required of those who attend. The City and Library reserve the right to deny a use of any of the Shared Space if it is deemed to be similar to any of the prohibited social or profit-making gatherings or political fundraising referenced above.

ROOM USE SET-UP/CLEAN-UP REQUIREMENTS: Each meeting room has a semi-permanent, normal setup arrangement. Meeting Room 111 is a large conference room set up for approximately twenty (20) people. Meeting Room 112 is a classroom setting for up to thirty (30) people. The atrium is available and is an ideal location to set up information tables, registration tables, etc. Furniture in the atrium must not be moved nor removed. User can request which room they prefer. Users are required to conduct their own room setup if it differs from the normal arrangement. The User is required to return the area clean and in its original state or forfeit any future room use. If City crews are required for clean up or to repair damages, the User will be billed at prevailing hourly wages and will forfeit any future room use.

DAMAGES AND LOSS: Nothing may be affixed to any surfaces of the rooms. User is responsible for payment of any and all damages to the civic plaza, including furnishings, fixtures, equipment, grounds whether caused by the user or his/her guests, employees, and invitees or resulting from their use of the area; normal wear and tear excluded. The City of East Peoria and the Fondulac District Library will not be responsible for lost or damaged property of user.

REFRESHMENTS: Light refreshments may be served upon approval of City or Library staff.

EQUIPMENT: An AV screen and projector are available for your computer in Room 112. Cables are available, however, user is responsible for any adapters. Please note there is no tech support/help available to assist with equipment.

SECURITY: User agrees to pay for any security measures that the City or Library determines are reasonably required in connection with any meeting proposed by the User. At least 48 hours prior to the meeting, user shall deposit such funds with the City or Library, as the City or Library reasonably deems necessary in light of the relevant circumstances, to cover the cost of such security measures. If the security deposit is not made in a timely fashion, the reservation will be cancelled.

COMMERCIAL USE AND EVENTS: Commercial use and events open to the public on these Premises requires you to obtain public liability (commercial general liability) insurance with minimums of not less than \$1,000,000.00 on account of bodily injuries to or death of any one or more persons as a result of any occurrence and \$500,000.00 coverage for property damage and name as additional insured the City of East Peoria, an Illinois Municipal Corporation, its commissioners, officers, agents, and employees and keep the insurance effective until User’s use of the Premises is complete, including the removal of equipment and personnel, at User’s sole cost and expense to protect such additional insured from any claims for damages to property, including the City’s property, and for personal injuries, including death, which may arise from the use of the Premises or the acts of User or persons acting on behalf of User. Certificates of insurance or binders for insurance must be furnished by the User to the City with evidence that proper premiums have been paid not less than seven (7) days prior to the User occupying any part of the Premises. All such policies, certificates or binders shall contain an endorsement providing that at least seven (7) days written notice shall be given by the insurance company or underwriter to the City prior to any cancellation, termination or non-issuance of insurance for any cause. All such policies of insurance shall be written with companies that are licensed to conduct business in the State of Illinois and have at least an “A” rating in the most recent AM Best’s Manual. License or permits required by law or ordinance may be obtained at your expense.

CANCELLATION: Users are responsible for notifying the City or Library of cancellations. If a User fails to appear a second time, their reservation requests for the remainder of the year will not be honored and future bookings will be cancelled.

INDEMNIFICATION AND HOLD HARMLESS: User agrees to indemnify, defend against and hold harmless Fondulac District Library and the City of East Peoria, its commissioners, officers, agents, employees, and any of their successors or assigns from and against any and all claims, suits, damages, actions, liabilities, costs and expenses (including reasonable cost of investigation and attorney’s fees) growing out of injury or death of any persons or damage to the property in or about the Premises, which arises out of any claim to act or neglect of User, its agents, servants, employees, guests, representatives, or a person admitted to or permitted to remain on the Premises by the consent of a representative of the User or virtue of User’s use thereof or occurring as a result of, arising out of or any way related to this rental agreement.

By my signature I acknowledge that I have read and agree to the terms and conditions described on this form.

Signature of User: _____ Date: _____
(Electronic signature is acceptable)

Signature of City/Library Representative: _____ Date: _____

Security Fee (if applicable) \$ _____